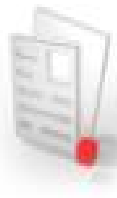




California Enterprise Architecture Program



Domain Team Handbook v1.0

August 31, 2006

Domain Team Handbook

Revision History

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1.0 Introduction

This document provides guidance for organizing and managing the activities of domain teams. These teams are established and empowered by the Enterprise Architect Committee to develop and maintain the domain level architectures (see below) that comprise California's Enterprise Technical Architecture (ETA). Domain teams use the Domain Team Handbook as their primary guide for implementing ETA development. This handbook provides the processes needed to develop and control changes to the ETA and furnishes a set of templates needed for documenting the resultant domain architectures. The Technical Architecture Framework (TAF) identifies the technology domains included in the ETA and furnishes a technical reference model (TRM) for organizing and classifying technology within these domains.

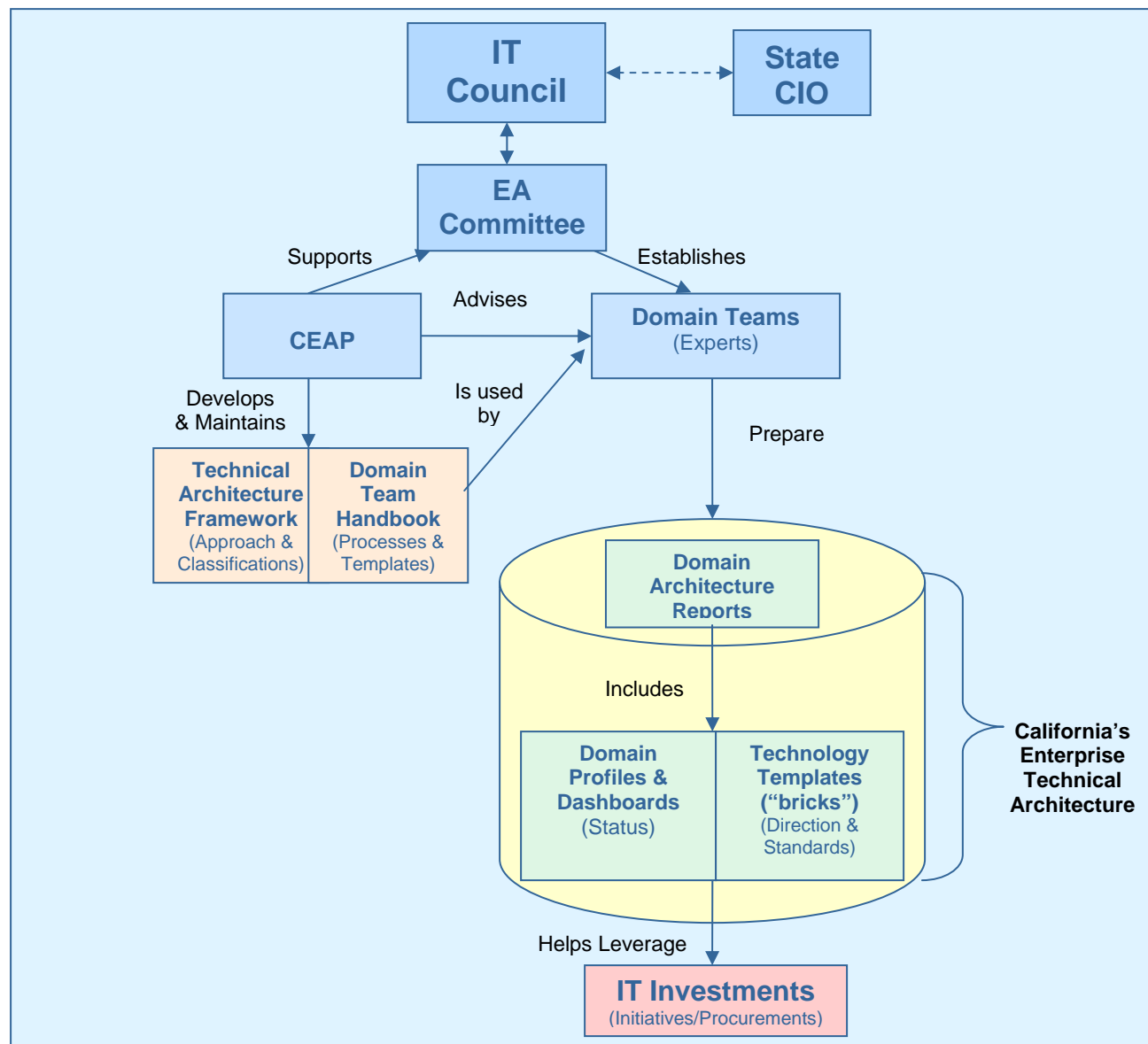


Figure 1- California's ETA Development Approach

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Domain teams provide the leadership and expertise needed for developing and managing a component part of California's ETA. These teams work collaboratively on behalf of all state Agencies and Departments to conduct the research and analysis needed for development of the State's ETA. Teams are charged with the responsibility to prepare a Domain Architecture Report and a domain architecture that conveys technical direction and provides a set of technical standards to guide use of the domain's technology. Domain architectures are created for each of California's seven technology domains depicted below.

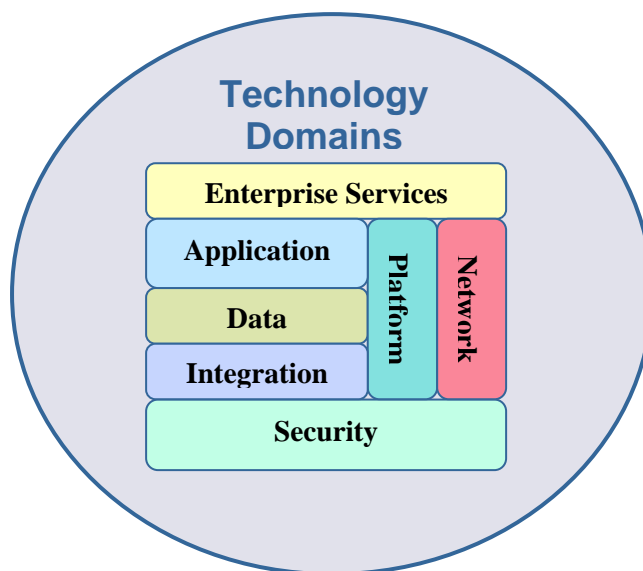


Figure 2 - California's Technology Domains

2.0 Domain Team Organization and Management Guidelines

This Section provides guidelines for the domain team chairperson uses to organize and manage team activities and prioritize workloads. In addition, it clarifies the roles and responsibilities of domain team members.

2.1 Domain Team Mission

Assist the EA Committee in development and management of California's Enterprise Technical Architecture (ETA) by identifying the technologies, standards, and technical direction needed to enable delivery of cost-effective technology solutions for business and to consolidate the technical infrastructure within the State.

2.2 Domain Team Organization

Domain Teams consist of a Chairperson and subject matter experts (SME's) all of whom who are highly experienced with the technologies and technology trends of the domain in which they work.

2.3 Domain Team Roles and Responsibilities

Domain teams are responsible for the development and maintenance of domain reports and the domain architecture to include all related documents. Teams are also responsible for controlling changes or granting exceptions to the domain technology standards.

2.3.1 Domain Team – Chairperson

Oversees and coordinates the activities of the domain team to insure development, publication, monitoring, and timely maintenance of the domain architecture. The chairperson represents the domain team when necessary to present information and make recommendations to the State’s EA Committee.

Specific responsibilities include:

- Implementing the guidance provided by the EA Committee
- Coordinating the meetings and managing the activities of the domain team.
- Recruiting team members and ensuring that there is a broad base of expertise to address the technologies included in the domain.
- Developing and managing the execution of a work plan to produce deliverables for which the team is responsible.
 - Domain Architecture Report (DAR)
 - Domain Profile
 - Domain Dashboard
 - Domain Technology Area /Product Component Summaries (“bricks”)
- Updating of the DAR and domain architectures as needed to include associated documentation.
- Coordinating reviews for standards adoption and exception requests
- Monitoring of domain review triggers
- Communicating domain architecture information

2.3.2 Domain Team - Members

The domain members provide the knowledge and expertise required to develop the DAR and the domain architecture. Each member will have expertise in one or more of the disciplines or technology areas that comprise the domain architecture. Membership is usually assigned on a year-to-year basis, and members are expected to keep abreast of the technical trends and standards for their area of expertise. Members are to provide support and consultation to the domain team based upon what is best for the State of California as an enterprise.

Responsibilities of domain team members include:

- Attending domain meetings.
- Completing tasks requested by the team chairperson.
- Providing ongoing research and monitoring of specific technology areas.
- Occasionally serving as the team chairperson.
- Participating in domain architecture development, change management, or reviews pertaining to the domain architecture
- Providing specific information about the domain architecture to state agencies/departments, local government, the State’s business partners, and vendors when requested.

2.3.3 Domain Team Functions

Domain team’s primary function is to employ the TAF and Domain Team Handbook to create and maintain the DAR and the domain architecture. Other functions include monitoring technology review triggers, conducting periodic reviews, considering exception requests, and recommending changes to the domain architecture. Domain teams also recommend TRM changes to the CEAP.

2.4 CEAP Role

Based on the work of the domain teams, CEAP makes recommendations, obtains governance approvals, and publishes the Domain Architecture Report (DAR) and domain architecture documents. Upon acceptance and publication of the DAR and/or the domain architecture, CEAP assists domain teams in maintaining the State's ETA by helping monitor domain drivers and event triggers, coordinating and assessing change/exception requests, and updating the TAF as needed based on the results of domain reviews. CEAP maintains the currency of the TAF, the Domain Team Handbook, CEAP website, and an EA repository.

3.0 Developing the Domain Architecture and Technology Standards

Once formed, Domain Teams and CEAP use the Enterprise Architecture Development Process (Figure 7) to prepare the DAR and create the domain's architecture. The DAR furnishes an assessment of the technology domain which is to establish the domains drivers, principles and best practices, "As is" and "To be" architectures, and a plan for migration. Based on the DAR, the domain team creates the domain architecture which identifies the domain's technologies and that establishes both technical direction and technology standards.

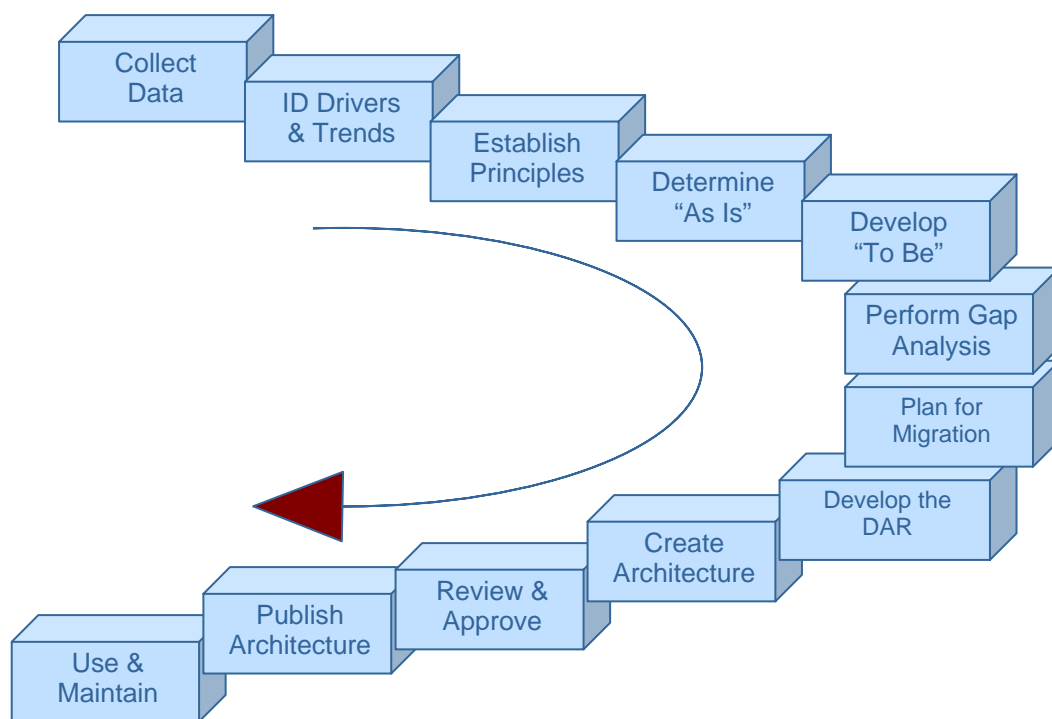


Figure 7 – Enterprise Technical Architecture Development Process

Domain Development Process Instructions:

1. Collect Data: Domain teams begin the development effort by collecting information about their domain. The collection effort focuses on obtaining information that identifies the following:

- Technologies that are included in their domain,

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- Factors that influence the domain (e.g. business or regulatory requirements)
- IT principles and best practices that are employed,
- Technology trends that exist,
- Technologies that are currently in use,
- Existing architecture program.

Information sources include but are not limited to the following:

- Public Sector Enterprise Architecture Program Offices e.g. overall FEA Program, other Federal or State Agency Enterprise Architecture Program Offices, foreign Government Program Offices (e.g. Canada), etc.
- IT Professional Organizations or Consortia (e.g. IEEE, NASCIO, WS3C, OASIS, etc.)
- Major vendors and IT consulting firms (e.g. Gartner, Deloitte, Oracle, IBM, Microsoft, Mitre Corporation, etc.)
- Universities and Colleges (e.g. SW Engineering Institute – Carnegie Mellon, MIT, Stanford, etc.)
- State Agencies, Departments, and Local Government.

Data collection may be accomplished through use of NASCIO based templates provided in Appendix 1 – TRM Templates. The initial recommendation by CEAP is to collect data using the Domain Profile Template found on page 4 of Appendix 1. The process for data collection will evolve as the State's EA maturity level increases.

2. Identify Drivers & Trends: Drivers and trends are identified by examining the data and determining what factors constraint or enable an organization's services and supporting business activities. Drivers are divided into two groups - business and technology. Trends are themselves a set of drivers that are included with technology drivers. A listing of drivers and technology trends are provided below:

- Typical Business Drivers
 - Business Vision (strategic plans and programs)
 - Mandates (federal or state legislation and other regulatory requirements)
 - Customer/Stakeholder Expectations (comprehensive rapid service delivery, vertical/horizontal interoperability, secure information sharing)
 - Business Practices (process improvement or new business activities)
 - Increasing or decreasing demand for services
 - Budget (anticipated level of funding and staff resources)
- Typical Technology Drivers
 - Functional requirements (changes business or performance level)
 - Technology Direction (IT strategic plans and IT infrastructure programs)
 - Infrastructure obsolescence (supportability, maintainability, reliability)
 - IT Staff Skills (level of expertise, staff availability, etc.)
- Technology Trends
 - New technologies or approaches (SOA, Web Services, Enterprise Service Bus, wireless technologies, handheld devices, etc.)
 - Technology standards (new industry standards or changes to existing standards)
 - IT principles (statements of preferred direction or practice)
 - Best practices (proven behaviors and approaches that successfully deliver services)

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3. Establish Principles and Best Practices: Principles and best practices are identified by examining research results, CEAP principles¹ including those listed in the TAF, and principles/best practices currently in use to determine if any domain specific principles or best practices are required.

4. Determine “As is” Domain Architecture: An “As is” Domain Architecture is determined based on the technologies reported to be in use and the domain taxonomy. This Architecture expressed verbally and visually identifies the environment and technology baseline that composes the “current state” of the domain. This also includes documenting specific standards that are being used within the organization.

5. Develop “To be” Domain Architecture: The “To be” (or Target) architecture is developed by examining the drivers and understanding their architectural implications. These implications characterize the high level requirements for creating the technical architecture of the future so that it will meet the perceived needs of business as expressed by the strategic plan. Architectural implications from the business drivers allow identification of the technologies required to implement new or improved business approaches, to provide seamless service delivery vertically and horizontally (e.g. Federal and Local Government), and to address projected growth. Architectural implications from technology drivers allow identification of technological obsolescence, emerging technology solutions and industry standards, interacting and security to meet cyber based threats. Based on these implications, a target (“To be”) architecture is developed that identifies technology direction, specific technologies, and new standards.

6. Perform Gap Analyses: Gap analysis is performed by comparing the “As Is” and “To be” architectures to identify the gaps. Gaps are described and then analyzed to determine what extent the current domain architecture is unable to meet the new requirements identified for the “To be” architecture. These “gaps” and their impact on the business activities are determined and documented.

7. Plan for Migration: Migration planning is an incremental process and occurs at various times and in various ways across the State including project initiatives, mandates, and other evolutionary factors. Planning may be accomplished by examining each gap and using the information obtained from the data collection effort to develop migration approaches. Migration approaches consider and evaluate alternatives to close these gaps based on the following considerations:

- Availability of a technology or standard
- Proven technology or widely accepted standard
- Adherence to IT principles and industry best practices
- Alignment with existing plans and programs
- Extent of interoperability with other systems
- Complexity and cost associated with the migration steps
- Technical standards or vendor products required to support approach

8. Develop the Domain Architecture Report: The DAR is developed by using information obtained from the previous ETA developmental steps and the DAR template to prepare an assessment and provide domain specific information.

9. Create the Domain Architecture: The domain architecture is created by using information contained in the DAR and a set of templates from the Domain Team Handbook to prepare a Domain Profile, a Domain Dashboard, and a set of technology summaries (“bricks”) using the Technology Area/Product Component Summary template. The Domain Profile provides the context for the domain by describing the major technologies involved, identifying key drivers and technology trends, providing gap assessment, and recommending migration approaches. The domain dashboards show specific technologies that are being

¹ http://www.cio.ca.gov/ITCouncil/Committees/PDFs/CEAP_principles_FINAL.pdf

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used (or have been identified for use) as well as the lifecycle status of any product component technology or industry standards that may be listed. Technology Area/Product Component Summaries (“bricks”) provide more detailed information about the status of a vendor product or industry standard, the current technology baseline, technical direction, and any related issues.

10. Review and Approve: The domain team provides the DAR (and/or domain architecture) to CEAP who coordinates with the EA Committee to release the documents(s) to vet with State Agencies and Departments. The domain team considers the response and then revises the DAR as necessary. Once updated the DAR (and/or domain architecture) is provided to CEAP for submission to the State’s Governance organization for final review and approval.

11. Publish Results: Once approved by the IT Governance Organization, CEAP submits the Domain Architecture Report and/or the domain architecture for publication to the State CIO’s website and for inclusion in the Enterprise Architecture Repository.

12. Use and Maintain: CEAP and domain teams monitor the technology triggers and initiate reviews in response to significant events to determine if changes to the domain architecture are needed. Agencies and Departments use domain architecture information to align their organization’s ETA by adopting the domain’s “To be” architecture and standards. Agency/Department level domain teams normally use state level domain dashboards to identify the disciplines, technology areas, and product components that apply and include them on their organization’s own domain dashboards. These domain teams then develop a set of Product Component Summary templates for their existing technologies by factoring in their current technology, specific technical direction, internal drivers, and issues.

4.0 Maintaining the Domain Architecture

Enterprise governance decisions concerning business development efforts and application portfolio management demand that the ETA be both flexible and responsive. To meet this demand for maintaining the domain architecture, the domain team monitors domain drivers, specific review triggers, and considers change requests. These monitoring activities help determine when a review of the domain architecture is required. By analyzing the situation and considering alternatives during the review process, the need for an architectural change and/or a programmatic response are determined. These actions allow domain architectures (and the State’s ETA) to retain both relevance and agility when considering IT investments and guiding technology choices. Periodic reviews and use of the ETA Standards Adoption and Exception Request Process (Figure 10) keeps the ETA technical information refreshed (or Evergreen) to meet these needs.

4.1 Monitoring Review Triggers

Triggers are specific events that are derived by analyzing domain drivers or in response to other factors that shape and impact the domain’s technology. Drivers refer to the global influences on the State’s business activities that drive government and are captured within the architecture to show their acceptance and adoptability into the environment. Aside from significant changes to business activities, and technology advancements, the most common technology drivers include changes related to IT principles, best practice, and technology trends. Trends include new technologies being used for better service delivery, changes to industry standards, or how other states (or large businesses) are addressing technology issues. When drivers change or a review trigger occurs, the following impact assessment model (Figure 9) can be used by the Enterprise Architect to determine what type of EA response is necessary. The following events can trigger reviews of the ETA.

- Initiation of new projects critical to the state (e.g. Statewide ERP - Fiscal System, Statewide Portal,

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& GIS) that implement or improve a targeted line of business.

- IT procurement reforms, if statewide contracts limit or set specific technology standards that must be captured as part of the architecture effort.
- Establishment of cross agency/department efforts important to statewide e-Government efforts (i.e. Identity management and directory services).
- Requests for changes to or exemptions from existing technology standards related to FSR's and IT procurements.
- Significant shift in a technology area (e.g. content management tools, middleware, etc.) important to the state.
- Loss or acquisition of a vendor that supplies mission critical technology to the State.
- Vendor announces discontinuance of product support for a technology that supports delivery of mission critical state services
- Release of major new vendor products and requests to assess impact of new technology and technology trends.
- Mandates that establish new requirements involving additions or changes to technology.

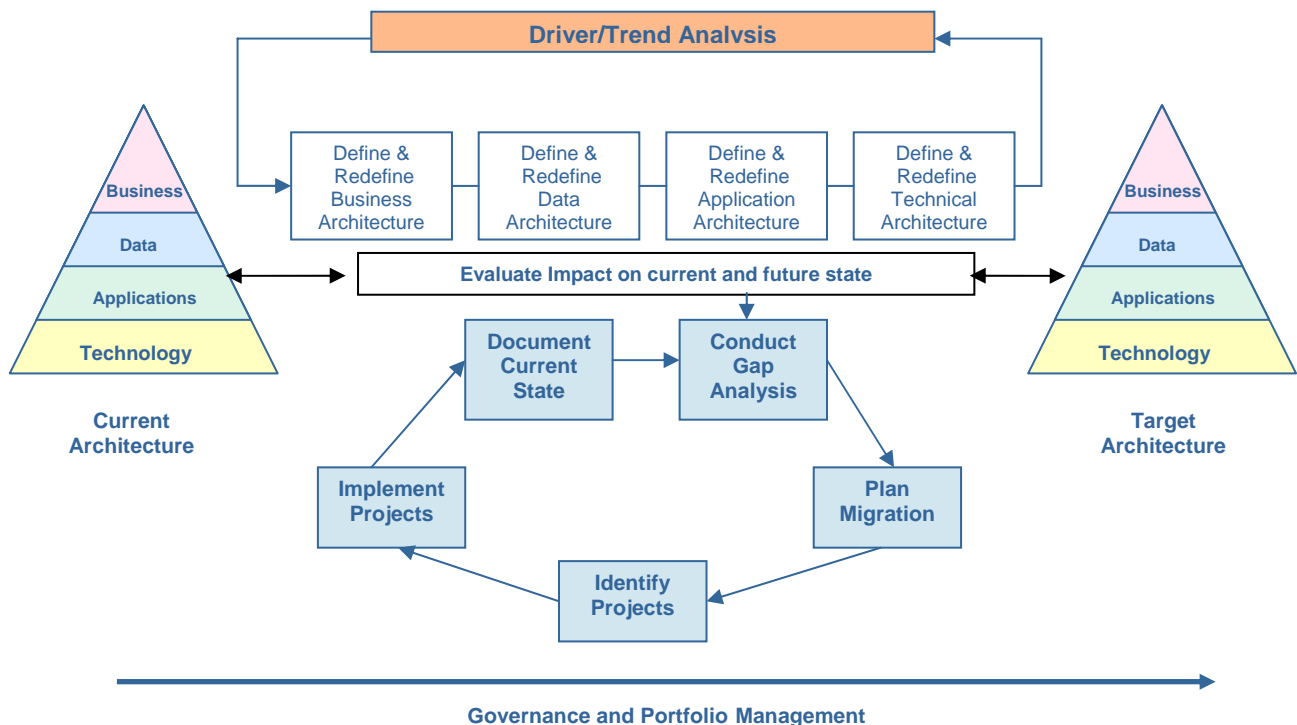


Figure 9 - Enterprise Architecture Impact Assessment Model (Virginia's EA Process Model)

4.2 Domain Architecture Change Control

The ETA Standards Adoption and Exception Review Process is the decision-making and change control mechanism used to maintain the Enterprise Technical Architecture and its component domain architectures. Originators submit proposed changes or exception requests for consideration to the CEAP. These requests are provided to the appropriate domain team for review and analysis to determine appropriateness in terms of strategic alignment, drivers, technology trends, implications to the ETA, and impact to the State's program initiatives. Domain teams prepare findings which are provided to CEAP. CEAP reviews these findings and develops recommendations which are then submitted to the State's executive governance body for approval. Action to update the ETA (i.e. domain architectures) or the TAF is taken based on the decisions of the governance body.

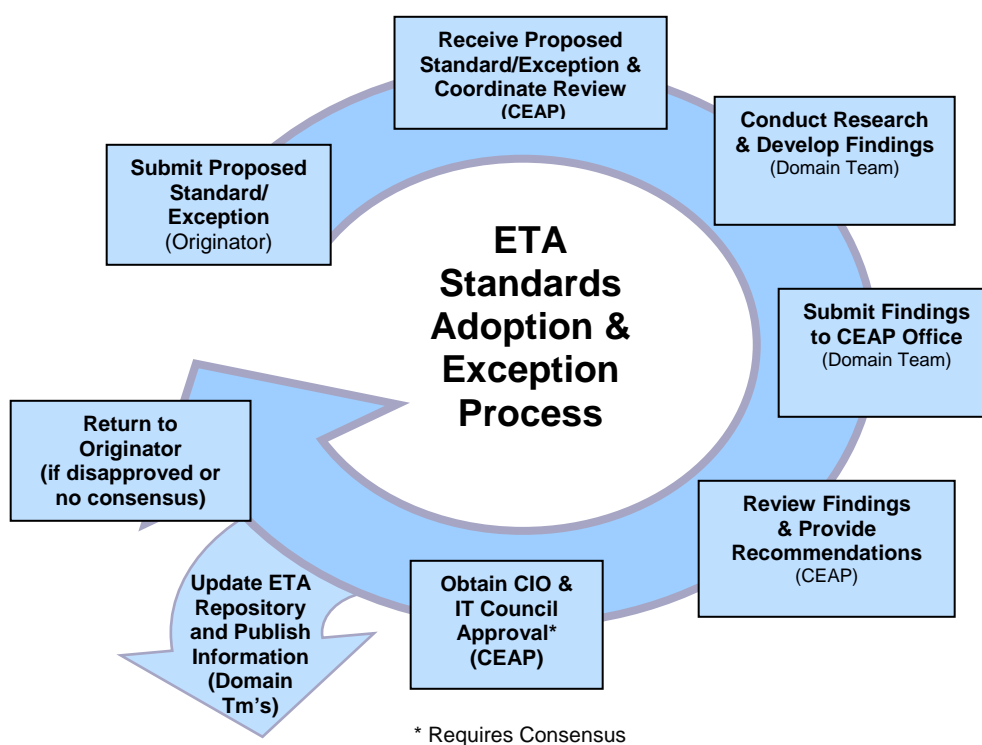


Figure 10 - ETA Standards Adoption & Exception Process (adapted from FEAP)

Figure 10 depicts the flow of actions used to implement the Standards Adoption/Exception review process.² This process is used to control changes g decision making pertaining to the requested change or exception and identifies the actions needed to update the ETA. The results of this process are documented. This provides a record of the decision process used to determine what technologies or standards are being included or excluded from the ETA.

² **Note:** The California Enterprise Architecture Program recognizes the need for overall EA Governance. The process described above is meant to be representative of a yet to be developed governance activity that must be implemented for considering architecture changes or exceptions.

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The steps CEAP uses for documenting and implementing Governance decisions include the following:

- Understand the Governance Body's Review Decisions
- Document and Publish Outcomes of Proposed Changes/Exceptions
- Identified Affected ETA Domains
- Notify Appropriate Domain Teams and/or Originating Organization
- Review DAR and Domain Architecture Updates
- Publish Revised DAR and ETA Documents

5.0 Documenting the Domain Architecture

This section provides a set of templates for use in documenting the domain's technical architecture. Fully documented domain architectures consist of a Domain Architecture Report (DAR) and the domain architecture. The domain architecture includes a Domain Profile, a Domain Dashboard, and a set of Technology Area/Element Summaries ("bricks") that identify the domain's technical standards. These documents capture the results from the ETA Development Process and provide technology information for a component part of California's ETA. Using these templates facilitates establishment of the State's ETA, and helps insure consistent, understandable information is available for use by Agencies and Departments. Domain architecture documentation is submitted to the State's IT Governance organization for review. Upon approval, these templates are provided to California's Enterprise Program Office (CEAP) for publication and inclusion in the State's EA repository.

Additional templates are provided for requesting and documenting domain architecture changes. Agencies and Departments use these templates to request adoption of new standards or request exception from using an existing standard. These requests are used in support of the Standards Adoption and Exception Review Process. Eventually automated tools will be used to both capture and maintain the information contained on these templates to facilitate development and maintenance of the ETA Repository.

State level domain teams use the templates provided in this section to document the State's ETA. However domain teams at the Agency or Department level may elect to use NASCIO templates³ in place of or in combination with the templates provided in the Domain Team Handbook to document their domain architectures.

5.1 Domain Architecture Templates

5.1.1 DAR Template

The Domain Architecture Report Template provides an outline of the areas covered by these reports. This template is used by domain teams in conjunction with the Enterprise Technical Architecture development process to capture information produced from the domain team's research and analysis efforts. Other Templates are used to create the attachments as needed in support of the DAR (i.e. Domain Profile, Domain Profile, and Technology Area/Product Component Summaries a.k.a. "bricks").

³ **Note:** See NASCIO EA Development Toolkit 3.0 <http://www.nascio.org/publications/index.cfm>

Domain Architecture Report Template

Introduction: (Relate to EA and TRM Frameworks, discuss domain team membership, summarize processes used, and briefly describe deliverables were produced.)

Domain Description: (Summarize the type of technologies included in this domain.)

Business Impact: (Discusses how this domain enables or impacts the operational business activities of the State to include the business of providing and managing a statewide IT infrastructure.)

“As is” Architecture: (Characterizes the existing business delivery system and IT infrastructure, specifies key technologies being used, and identifies shortfalls.)

Drivers: (Identifies business and technology related influences including mandates, program initiatives, and technology trends.)

IT Principles and Best Practices: (Provides IT Principles that apply to this domain and identifies industry best practices.)

“To be” Architecture: (Provides technology direction by establishing a domain target architecture that addresses problem/drivers and includes the use of best practices.)

Gap Analysis: (Describes major gaps between the “As is” and “To be” Architecture.)

Migration Strategy: (Identifies opportunities and approaches for addressing gaps and allow migration to the target architecture)

Technology Standards: (Provides domain specific IT principles, an overview of the technology standards, and a list of the bricks that contain specific standards required to implement the “To be” architecture.)

Benefits: (Discuss specific benefits the state will realize by attaining the “To be” architectural state and where possible provide estimates of IT resources that can be redirected to other problems areas.)

Attachments

Domain Profile (- summarizes the findings of the domain architecture report and lists the names of the Technology Area and Technology Element Summaries produced for this domain.)

Domain Dashboard (- provides a listing of the domain’s existing and planned use of technology and shows the overall lifecycle status/technology direction for product components.)

Technology Area/Product Component Summaries (“bricks”) (- identifies specific technology life cycle status, technology direction, and identifies specific technology standards for each vendor product technology or industry standard included in the domain architecture.)

5.1.2 Domain Profile Template

The Domain Profile Template is used by domain teams to summarize findings from the Domain Architecture Report. It provides a brief description of the domain's technology, the State's current situation, the State's target environment, special considerations, and a listing of the "bricks" (Technology Area and/or Technology Elements) that comprise the Domain.

<Name> Domain Profile
Domain Description: (Summarize the key technologies included in this domain.)
State's Current Situation: (Identify key technologies the State including Agencies and Departments uses and what problems or opportunities exist.)
Target Environment: (Describe the target architecture for this domain)
Domain Strategy: (Discuss the State's approach for moving to the Target architecture.)
Special Considerations: (Identify any <u>significant</u> issues, drivers, event triggers, major program initiatives, dependencies, or risks associated with this domain.)
Domain Standards: (List all the Technology Area or Product Component Summaries ("bricks") developed for this domain.)

5.1.3 Domain Dashboard

The Domain Dash board is used by domain teams to relate and list the technologies included in the domain. It also provides the lifecycle status of specific technologies and standards included in the domain..

< Name > Domain Dashboard					
Disciplines	Technology Area	Product Component Status			
		Emerging	Mainstream	Containment	Retirement (date)
Discipline #1	Technology Area #1				
	Technology Area #2				
	Technology Area #3				
Discipline #2	Technology Area #1				
	Technology Area #2				
Discipline #3	List Technology Area #1				
	List Technology Area #2				

5.1.4 Technology Area/Product Component Summary Template (“Brick”)

Summaries are completed by domain teams and are reviewed on a periodic basis to maintain currency and relevance in view of technology drivers and/or technology risk. The Technology Area and Technology Element Summaries are used for managing specific groups of technology. These summaries are also called “bricks” because they are the foundation for management of the ETA. These summaries not only lists specific products or technology standards but also indicates the “as is” and “to be” state of technology area or technology element. These “bricks” also direct utilization of technology based on the assessed status of the product or industry standard determined in part by the vendor’s product lifecycle management activities or by the standards lifecycle management activities conducted by recognized standards bodies such as IEEE, Oasis, etc. These summaries also specify checkpoints by identifying triggers that precipitate a need for review. Once established, this direction constitutes the technology standards for that Technology Element or Technology Area.

Finally, these templates list significant technology trends or planning/programmatic dependencies that will cause products to move from one technology lifecycle phase to the next, and the opportunities that exist to either introduce new technologies or retire old ones. The template also lists the triggers that would necessitate a review of the “Brick” in order to determine if there is a need for change.

Technology Area /Product Component Summary Name		
Domain: _____	Discipline: _____	Technology Area: _____
Current Technology	Tactical Period (2 yrs)	Strategic Period (5 yrs)
Baseline Environment List products currently in use or available for use.	Tactical Environment List products identified in the AIMS or approved FSR's for implementation in the next 12 - 24 months.	Strategic Direction List products identified in the AIMS, IT Strategic Plan, or Concept Papers for implementation sometime in the next 2-5 years.
Retirement Targets: List products identified for retirement.	Mainstream Standards: List products that may be used for new development.	
Containment Targets: List products that are identified for continued use for existing applications or services.		Emerging Standards: List products identified for possible use sometime in the future.
Implications and Dependencies: List significant technology trends or planning/programmatic dependencies that will cause products to move from one technology lifecycle phase to the next.		
Miscellaneous Issues: List significant risks or concerns associated with using existing technology or what opportunities exist to either introduce new technologies or retire old ones.		
Checkpoints: List next scheduled review and triggers that create the need to conduct assessment and review of this technology area.		

Instructions for completing the Technology Area/Element Summary template are as follows.

- **Baseline:** The current technology or standard in use by an organization.
- **Strategic:** Technologies that an organization envisions using in the future that provide strategic advantage. Anticipated marketplace products are identified here.
- **Retirement:** Technology and/or process elements targeted for divestment during the architecture planning horizon (e.g., five years).
- **Containment:** Technology and/or process elements targeted for limited (maintenance or current commitment) investment during the architecture planning horizon.
- **Mainstream:** Technology and/or process elements targeted as the primary deployment/ investment option for new systems or legacy system migration over the architecture planning horizon.
- **Tactical:** Technology(ies) that may be used in the near term, tactical time frame, now to two years. Currently available products needed to meet existing business needs are identified here.
- **Emerging:** Technology and/or process elements to be evaluated for future integration into the target architecture (e.g., mainstream) based on technology availability and business need (key for evergreening).
- **Miscellaneous Issues:** Lists risk related comments or general concerns concerning use, direction, or choices related to the choices made in a particular product component.
- **Checkpoints:** List next scheduled review and the triggers that precipitate the need for review of this technology area or product component.

5.2 Change Request Templates

5.2.1 *ETA Standards Adoption Request Template*

This template is used primarily by Agencies or Departments to propose a change to the State's ETA. This form is to be used for the following purposes: (1) to recommend a new technology product or standard for inclusion in the technical architecture; (2) to recommend an update to a product or standard that is currently included in the technical architecture; or (3) to determine if a product or standard is in compliance with the existing technical architecture. Once complete, the requester may submit this form either manually or electronically to CEAP.

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ETA STANDARDS ADOPTION REQUEST	
BASIC INFORMATION (required for all requests):	
Name of Requestor:	Submittal Date:
Agency/Department:	Telephone Number:
Address:	Email Address:
Architecture Domain:	
TYPE REQUEST (required for all requests): <input type="checkbox"/> Addition to Technology Architecture <input type="checkbox"/> Update to the Existing Technology Architecture <input type="checkbox"/> Assessment of Compliance with Existing Technology Architecture	
IF ADDITION TO TECHNOLOGY ARCHITECTURE ONLY - PROPOSED TITLE/NAME OF PRODUCT OR STANDARD: <i>(The title or name should uniquely identify the technology or standard to be assessed. It might include product name, copyright owner, and version/release identification, or title of standard and name of standards body.)</i>	
PRIORITY (required for all requests): <input type="checkbox"/> High Priority <i>(significant impact on agency/departmental operation)</i> <input type="checkbox"/> Medium Priority <i>(normal processing)</i> <input type="checkbox"/> Low Priority <i>(can be delayed if necessary)</i>	
DESCRIPTION OF TECHNOLOGY TO BE ASSESSED FOR COMPLIANCE ONLY: <i>(Provide a description of the technology or standard to be assessed for compliance with an existing technical architecture standard)</i>	
Describe the proposed addition/change to the technology architecture: 	
Describe any known areas in which this technology may conflict with existing technical architecture standards: 	
Describe the current base of installation and history associated with its implementation: 	
Identify additional requirements for the implementation of this technology: 	
Identify where the technical expertise necessary to manage this proposed technology will be acquired: 	
Provide other information as appropriate: 	

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PURPOSE, PRIORITY AND CONSTRAINTS/MANDATES (required for all requests): <i>(Describe briefly the need or problem being addressed with this technology from the agency/departmental perspective)</i>
Describe areas or processes to which the technology would be applied:
Describe any changes in business processes that would result from the adoption of the technology as a standard:
Describe the degree to which the adoption of this proposed standard might impact suppliers, peers, customers, or clients:
The proposed addition/change will significantly alter the meaning or intent of which principle, technical standard or product standard?
How will proposed addition/change impact the status of a product, i.e. from mainstream to containment, from emerging to mainstream, from containment to retirement, or introducing a new product as emerging?
Provide other information as appropriate:
IMPACT ON OTHER DOMAINS: <i>(if known, what is the requestor's estimate of the impact of this wavier on other technology domains?)</i>
Enterprise Services:
Application:
Data:
Integration:
Network:
Platform:
Security:
FINANCIAL IMPACT (required for all requests):
What do you expect this implementation to cost, over what time period:

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What are you currently spending to perform this function:
If savings and efficiencies are anticipated, identify the efficiencies, the estimated amount of savings, the source(s) of such savings, and whether the cost savings are one-time or recurring. Also, identify the time(s) at which the savings will be realized.
If known, what is your peer group/benchmark spending, using what technology: (<i>identify source(s) of data</i>)
MIGRATION CONSIDERATIONS (if any): (<i>outline your migration strategy, including timetable and resource requirements.</i>)
ADDITIONAL BACKGROUND: (<i>List pertinent information and analysis used in preparing this proposal</i>)

5.2.2 *ETA Exception Request Template*

This template allows Agencies or Departments to request a waiver from using a technology standard that is currently contained in the State's ETA. Once, completed, the requester may submit this form either manually or electronically to CEAP.

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ETA EXCEPTION REQUEST	
BASIC INFORMATION (required for all requests):	
Name of Requestor:	Submittal Date:
Agency/Department:	Telephone Number:
Address:	Email Address:
Architecture Domain:	
IDENTIFICATION OF TECHNICAL STANDARD TO BE WAIVED:	
<i>SCOPE OF THE PROPOSED WAIVER/EXCEPTION: (Provide a description of the waiver/exception include the impact on introducing a non-standard technology on existing applications, infrastructure, and resources)</i>	
REASON FOR WAIVER/EXCEPTION: <input type="checkbox"/> Federal/State Mandate <input type="checkbox"/> New technology products/application <input type="checkbox"/> Special agency requirements <input type="checkbox"/> Grant requirements <input type="checkbox"/> Technology Project <input type="checkbox"/> Other (please specify)	PRIORITY: <input type="checkbox"/> High Priority (<i>significant impact on agency operation</i>) <input type="checkbox"/> Medium Priority (<i>normal processing</i>) <input type="checkbox"/> Low Priority (<i>can be delayed if necessary</i>)
IMPACT ON OTHER DOMAINS: (<i>if known, what is the requestor's estimate of the impact of this waiver on other technology domains?</i>)	
Application:	
Data:	
Integration:	
Platform:	
Network:	
Systems Management:	
Security:	

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BUSINESS JUSTIFICATION FOR WAIVER/EXCEPTION:
FINANCIAL IMPACT: What is the estimated financial impact of this waiver/exemption: What are you currently spending to perform this function: If know, identify the source(s) and amount(s) of savings associated with this waive r/exemption:
ADDITIONAL BACKGROUND: (<i>List pertinent information and analysis used in preparing this proposal</i>)

6.0 Coordinating Domain Architecture with IT Plans and Procurement -TBP

7.0 References

7.1 Documents

1. Chief Information Officers Council, *Federal Enterprise Architecture Framework*, Version 1.1, September 1999
2. Federal Enterprise Architecture Program Management Office, *The Technical Reference Model*, Version 1.1, August 2003
3. National Association of State Chief Information Officers, *Enterprise Architecture Development Tool-Kit*, Version 3.0 October 2004

7.2 Websites

1. California State Chief Information Officer, California Information Technology Council, Committees <http://www.cio.ca.gov/ITCouncil/Committees/ArchStandards.html> .
2. Office of Management and Budget, Federal Enterprise Architecture, E-Gov, <http://www.whitehouse.gov/omb/egov/a-1-fea.html> .
3. NASCIO - NASCIO Enterprise Architecture Development Tool-Kit v3.0 <http://www.nascio.org/publications/index.cfm> .
4. Michigan – Technical Architecture http://www.michigan.gov/documents/Appendix_J_91642_7.pdf .
5. Virginia – Technical Architecture Library. <http://www.vita.virginia.gov/cots/ea/library/index.cfm>
6. South Carolina – Technical Architecture Taxonomy <http://www.cio.sc.gov/SCEA/Taxonomy.pdf> .
7. Gartner Corporation – EA Research Articles www.gartner.com .